

**ANNOUNCEMENT NUMBER: 16-35**

**POSITION TITLE: HR Assistant (Visa support), FSN-7/FP-7**

Position's primary duties are in the areas of Visa Support and Accreditation, Recruitment, and other HR support functions. Provides Tajik visa support and accreditation services to American employees and family members. Assists the Human Resources Officer in administration of recruitment and training programs. Translates routine correspondence documents from Tajik and Russian into English and vice versa.

**QUALIFICATIONS REQUIRED:**

- 1. EDUCATION:** University degree in human resources, public administration, education, business, management, or language is required.
- 2. EXPERIENCE:** Two years of HR related experience is required.
- 3. LANGUAGE:** Level IV (Fluency) in written and spoken English and Russian is required. Level III (Good Working Knowledge) in written and spoken Tajik is required. **THIS WILL BE TESTED.**
- 4. KNOWLEDGE:** Good working knowledge of fundamental human resources management laws, policies, and practices including Tajik visa processing and accreditation requirements.
- 5. SKILLS AND ABILITIES:** Oral and written communication skills sufficient to formulate and present arguments and advisory opinions using highly developed computer skills and ability to prepare MS Excel tables.
- 6. SKILLS AND ABILITIES:** Tact and diplomacy in dealing with employees and host government officials.

**HOW TO APPLY: Applicants must submit the following documents to be considered:**

1. [Universal Application for Employment Form DS-174](#), available on our website or by contacting Human Resources. (See "For Further Information" above);
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

**WHERE TO APPLY:**

Human Resources Office

Mailing Address: #109 'A' Ismoil Somoni Ave., U.S. Embassy Dushanbe

FAX Number: N/A

E-mail Address: [Dushanbe\\_Jobs@state.gov](mailto:Dushanbe_Jobs@state.gov)

**The deadline for application is August 26, 2016**

Applications and documents presented become the property of the Embassy and will not be returned. Successful candidates, who meet the criteria for this position, will be called and invited for an interview.